



Enroll Attendees to a Session

Once a training session has been created, you can use the **Session Roster** to add an attendee.

1. In the menu bar, open the **ILT Admin** tab.
2. Select **Manage Events & Sessions**.
3. Find the Event in the Events list. You can use the **Search All Events** section to filter the events list by Event Name, Subject, Vendor, Language, or search for a session directly by using the Locator Number.



Search All Events will default to search only active events. If the event is over, deselect the blue, View Active Events Only checkbox.

4. Select the **View Sessions** button  in the event's option column to open the various sessions.
5. Find the session in the Sessions list. You can use the **Search** section to filter the sessions by Session ID, Locator Number, Dates, Location, Instructor, and whether they are Tentative, Approved, Completed, or Cancelled.
6. Select the **View Roster** button  in the session's option column to open the **Session Roster**.
7. Select the **Add Users** button  in the Users sub-section.
8. Search in the **Select User** pop-up for the attendee you want in the session.
9. Select the **Add** button  beside the name of the attendee you want in the session.



Repeat steps 8 and 9 if you have more than one attendee to add to a session.

10. Note that the names are added to the **Selected Users Menu**, which is only visible after you have added an attendee.
11. When you are done adding attendees for the session, select **Done**.



Attendees have not been added to the session yet. They are now a **Pending User**.

12. Select **Add Pending Users to Roster** in the Users sub-section to add the attendee to the session.



The screenshot shows the 'Session Roster' interface. At the top, there are tabs for 'Roster' and 'Attendance and Scoring'. Below this, session details are listed: Session Status: Approved, Session Start Date: 11/11/2020 8:30:00 AM, Session End Date: 11/11/2020 4:30:00 PM, and Seats Available: 0/1. There is an 'Attachments' section with a 'Choose File' button and an 'Upload' button. Below this are sections for 'RESOURCES', 'Add Attachment', and 'SCHEDULE'. The 'USERS' section is highlighted, showing a table with columns: Name, User ID, Locator, Organizational Unit(s), and Status. A callout box labeled 'Add Pending Users to Roster' points to the 'Add Pending Users to Roster' button. Below the table, there are links for 'Print Sign-In Sheet', 'Email Registered Users', 'Add Users', and 'Withdraw / Move Users'. There is also a 'Download Bulk Add Users template' button with a 'Choose File' button and an 'Upload users' button. A callout box labeled 'Add User' points to the 'Add Users' link. At the bottom, there is a table with columns: Name, User ID, Organizational Unit(s), Attendance, Score, Pass/Fail, Status, and Options. A callout box labeled 'Remove User' points to the 'Remove User' icon in the 'Options' column.

Withdraw Attendees from a Session

Use the **Session Roster** to remove an attendee from a session.

1. In the menu bar, open the **ILT Admin** tab.
2. Select **Manage Events & Sessions**.
3. Find the Event in the Events list. You can use the **Search All Events** section to filter the events list by Event Name, Subject, Vendor, Language, or search for a session directly by using the Locator Number.



Search All Events will default to search only active events. If the event is over, deselect the blue, View Active Events Only checkbox.

4. Select the **View Sessions** button  in the event's option column to open the various sessions.
5. Find the session in the Sessions list. You can use the **Search** section to filter the sessions by Session ID, Locator Number, Dates, Location, Instructor, and whether they are Tentative, Approved, Completed, or Cancelled.
6. Select the **View Roster** button  in the session's option column to open the **Session Roster**.
7. Select the **Remove User** button  in the user's option column.
8. Select the reason for withdrawal from the **Session Withdrawal Options** list.
9. Press **Submit**.